



District of Columbia Air National Guard
Technician
Announcement Number: Tech# 06-040



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED BY: N/A	OPENING DATE: 15 Feb 2006	CLOSING DATE: Open Until Filled
	Position Title, Series, Grade, Salary Range Human Resources Spec (MIL/INFO Tech Sys) 80526000 GS-0201-09 - \$44,856 –\$ 58,318 GS-0201-07 - \$36,671 - \$47,669 Maximum Military Rank: MSgt Selectee will be assigned to a compatible military position. Military Duty Assignment: 3S0X1	
Position Location: 113 th MSF, DCANG Andrews AFB, Maryland	Appointment Status [X] Excepted [X] Enlisted [] Officer [] Competitive	
AREA OF CONSIDERATION: <p style="text-align: center;">TECHNICIAN: Group III</p> <p>(Individuals who possess the necessary qualifications to become a military member of the DCANG)</p> Permanent Change of Station: Relocation expenses will not be paid to Technicians.		
Special Remarks: http://dcandr.ang.af.mil		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <u>No binders please.</u>		
<p style="text-align: center;"><u>If you are applying under the Technician Job Announcement the following documents are required:</u></p> <p>1.) OF612, SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.</p>		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SPC Jason Timmons, HR Assistant can be reached at 202-685-9775 or DSN 325-9775. MSgt Stephanie Thompson, HR Specialist can be reached at 202-685-9780 or DSN 325-9780		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

Technician Announcement Number: 06-040

Position: Human Resources Spec (MIL/INFO Tech Sys), GS-0201-09/07, 80526000

Brief Description of Duties:

Provides broad management advisory services. Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Provides direction and gives advice to section chiefs and representatives of serviced organizations on methods of approach to systems related discrepancies discovered through analysis. Monitors corrective actions. Interprets Department of Defense (DOD) directed or legislative policies affecting the Military Personnel Data System and recommends enhancements. Resolves technical problems. Monitors the overall operations of the Military Personnel Data System. Plans, directs and performs system management, quality assurance, system inquiry, trend analysis, small computer operations/management and system research. Provides staff advisory guidance to the MPF, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the Military Personnel Data System in specific, and the human resources military program in general. Coordinates with AF, Air Reserve Personnel Center, The National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Administers Military Personnel Data System training programs for the MPF and other users of the system. Analyzes and compares data between the military personnel data system and interfacing systems. Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the human resources career field. Directs, manages and controls the operation and maintenance of the Personnel Concept III (PC III) system. Provides system administration and performs system management. Analyzes organization structure and unit commanders' needs to ensure each organization supported has access to only the records they need. Monitors and controls the input/output for PCIII. Manages, schedules, composes, modifies and retrieves query products, in specified formats for internal and external users. Serves as the DEPCON systems administrator. Serves as Automatic Data Processing Equipment custodian for PC III and local unit computer hardware. Prepares comprehensive human resources management reports. Develops, establishes and maintains work function training programs. Provides input in development of plans for administration of contingencies and mobilization, maintaining accountability for all assigned deployed personnel, and Partial Mobilization (PM) management of activation orders in the event of Presidential Reserve Call Up (PRC), and in coordinating with wing Plans Office to support all unit deployments and wartime tasking. Works to resolve passport issues and processing and assists in carrying out the Military Personnel Appropriations (MPA) man-day program. Supports Contingency and Exercise deployments and provides procedural guidance to wing/unit commanders, supervisors, staff members, and unit deployment managers (UDMs) concerning deployment process. Provides input to the Wing/Unit Commander(s) on strength and other readiness issues. Participates in management of deployment systems and assists with Personnel Support for Contingency Operations (PERSCO) mission readiness and training. Safeguards and, when appropriate, destroys classified material in compliance with COMSEC procedures and in accordance with Air Force instructions, higher headquarters, and local guidance. Ensures TDY processing meets requirements for deployments, and participates in developing, establishing, and maintaining of work center training programs. Participates in staff visits and trains personnel within the unit on Personnel Readiness programs for which they are responsible. Participates in preparation of and presents periodic briefings/orientations on mobilization procedures to commanders required to support deployments. Performs other duties as assigned.

Qualifications: GS-09

General Experience:

Experience, education, and/or training which provides candidates with a good understanding of the administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

Specialized Experience:

Must demonstrate twenty-four (24 months) experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

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Position: Human Resources Spec (MIL/INFO Tech Sys), GS-0201-09/07, 80526000	
Knowledge, Skills and Abilities (KSA's) Statements (GS-09)	
<p>A. Knowledge of computer hardware and software applications to assist human resources staff in enhancing human resources support to base customers, resolve operational problems, and sustain support when mainframe computer sources are not available.</p> <p>B. Knowledge of computer security risks and protective measures to protect the integrity of automated databases.</p> <p>C. Ability to determine the best approach and appropriate guidelines to apply to resolve complex problems and issues when guidelines are not directly applicable.</p> <p>D. Skilled in written and oral communication.</p>	
Qualifications: GS-07	
General Experience: Experience, education, and/or training which provides candidates with a good understanding of the administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.	
Specialized Experience: Must demonstrate <u>twenty-four</u> (12 months) experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.	
Knowledge, Skills and Abilities (KSA's) Statements (GS-07)	
<p>A. Knowledge of all personnel functional areas and their data requirements pertaining to the automated personnel system.</p> <p>B. Knowledge of computer security risks and protective measures to protect the integrity of automated databases.</p> <p>C. Ability to work with others.</p> <p>D. Skilled in written and oral communication.</p>	

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**